

ROUTE SLIP FOR CONTRACTS, AGREEMENTS, AND MOU'S

FOR PURCHASING USE ONLY

Tracking #

Contract #

Actual BOC Date:



FOR USE BY THE USER DEPARTMENT

Department: Recreation & Maintenance Contact Name & Extension: Tom McPike ext 7249

Project Title and Brief Summary: Contract for Internship training in Therapeutic Recreation

Term of Contract and/or Project: 9/6/16 - 12/9/16

Vendor Name: Pitt Community College Contact: Kristina Cudney

Address/Phone #: 2064 Warren Dr. Winterville, NC. 28590
(252)493-7686

Contract \$ 0 Funding Source and Account #: _____

Priority: NEXTBOCMTG/30/60/90 (Circle One) Comments/Justify NEXTBOCMTG: _____

Director/Elected Official Signature: [Signature] Date: 8/2/16

FOR USE BY PURCHASING AND CONTRACTING DIVISION OF FINANCE

Date and Time Received: 8/2/16 Date and Time Out: 8/2/16

☐ ITB ☐ RFP ☒ Agreement/Contract ☐ Change Order No _____ ☐ GSA/SWC
☐ Approved Sole Source ☐ Other (specify): _____

Projected BOC Meeting Date: _____

Comments/Notes: _____

Procurement Officer Signature: [Signature]

FOR USE BY THE DIRECTOR OF FINANCE

Date and Time Received: 8.2.16 Date and Time Out: 8.10.16

Funding Source: N/A Budget Amount: N/A

Finance Director Signature: [Signature] internship & pay

FOR USE BY THE COUNTY ATTORNEY

Date and Time Received: 8/2/16

☐ Returned to Purchasing with comments Date and Time Out: _____

Comments: _____

☐ Received from reroute (if applicable): Date and Time In: _____

☒ Approved as to form and Returned to Purchasing Date and Time Out: 8/5/16

County Attorney Signature: [Signature]

FOR USE BY THE CHIEF OF STAFF

Date and Time Received: _____ Date and Time Out: _____

☐ Approved for Agenda Placement and Forwarded to County Clerk Agenda Date: _____

Comments/Notes: _____

Chief of Staff Signature: _____



Rockdale County Board of Commissioners

Priority:
RUSH/30/60/90

Agenda Item Summary: Item #

MEETING DATE:

Requesting Department
Recreation and Maintenance / Recreation

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Approve Internship contract for student clinical training in the field of Recreation

Requirement for Board Action (Cite specific Board policy, statute or code requirement)

Board Approval

Is this Item Goal Related? (If yes, describe how this action meets the specific Board of Commissioners Focus Area or Goal)



Yes



No Customer Service

Summary & Background

(First sentence includes Department recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Recreation and Maintenance recommends the approval of this internship agreement.

Fiscal Impact / Funding Source

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

\$0 – unpaid Internship training

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

Pitt College Recreational Therapy Internship Contract
Agreement for Providing Contracted Services

Source of Additional Information

(Type Name, Title, Department and Phone)

Tom McPike, Therapeutic Manager (770) 278-7249

Department Head/Director's Approval

Typed Name and Title

Sue Sanders, Interim Director Recreation and
Maintenance

Phone

770-278-7223

Signature

Sue Sanders

Date

8/2/14

Chief of Staff
Approval

AGREEMENT FOR UNPAID INTERNSHIP

This Agreement entered into on the **6th day of September 2016**, between ROCKDALE COUNTY, GEORGIA, a political subdivision of the State of Georgia, hereinafter referred to as the "County" and **Pitt Community College**, hereinafter referred to as "Contractor".

WHEREAS, the County desires to provide an educational internship for an intern to learn about the County's operations and to gain valuable insight and experience; and

WHEREAS, the County's Therapeutic Recreation Program in conjunction with Rockdale County's Recreation programs is available to offer an internship to qualified candidates; and

WHEREAS, Contractor has a qualified candidate able to perform this service and desires to render this service to the County as provided herein.

NOW THEREFORE, the parties agree as follows:

1.

Contractor shall provide a qualified candidate to serve as an intern for the County as a **Therapeutic Recreation Program** to Rockdale County Recreation and Maintenance Department. The intern provided by the Contractor shall perform assistance through the **Therapeutic Recreation Internship** within the parameters established by the Manager of the Rockdale County Therapeutic Recreation program.

2.

The Therapeutic Recreation Internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment with the County. The education received by the intern from the Therapeutic Recreation Internship is for the express benefit of the intern.

3.

The Contractor and intern provided by the Contractor are not entitled to wages or any compensation or benefits of the time spent in the Therapeutic Recreation Internship.

4.

The Contractor specifically agrees to and acknowledges the following:

- a. This Therapeutic Recreation Internship is educational in nature and there is no guarantee or expectation that the internship will result in employment.
- b. The intern provided by the Contractor will maintain a regular internship schedule determined by the intern and the Manager of the Rockdale County Therapeutic Recreation Program.

- c. The intern provided by the Contractor shall demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- d. The intern provided by the Contractor shall follow and obey the policies, rules and regulations of the County and the Therapeutic Recreation Program.
- e. The intern provided by the Contractor shall not leave the internship without first conferring with their supervisor.
- f. Transportation to and from the internship site(s) is the responsibility of the intern.
- g. The intern provided by the Contractor shall assume all risks of participating in the Therapeutic Recreation Internship.

5.

All services rendered hereunder will be performed by the Contractor or their employees or subcontractors. All personnel engaged in work by the Contractor shall be firmly qualified and shall be authorized and permitted under applicable state and local laws to perform such services as shall the Contractor. Services governed by this Agreement shall not be transferred, assigned or subcontracted by the Contractor without prior written consent of the County.

6.

Contractor acknowledges that they are not an employee of the County and that said relationship between Contractor and the County can be severed at any time. Contractor acknowledges that they are an independent contractor with the County and consequently Contractor shall be responsible for the procurement of their own health, liability and worker's compensation insurance policies.

7.

In the event either party elects to terminate this Agreement for whatever reason deemed appropriate, the party terminating this Agreement shall provide fifteen (15) days written notice to the other party of the termination.

8.

This Agreement is effective **September 6, 2016** and shall continue until **December 9, 2016** unless terminated as provided in Section 6 of this Agreement.

9.

This Agreement shall be construed and interpreted according to the provisions of the laws of the State of Georgia.

10.

The Contractor and intern provided by the Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees, from any and all claims against the County, its officers, agents and employees, which arise out of any act or omission of the

Contractor or any of the Contractor's officers, agents and/or employees, and any and all claims which result from any condition created or maintained by the Contractor or anyone employed by the Contractor or any of their officers, agents or employees, which condition does not specify to be created or maintained by this Agreement.

11.

Any notice or other communication required or permitted to be given under this Agreement must be in writing and must be mailed by overnight delivery or certified mail, postage prepaid, so that the notifying party can prove delivery of notice and the date thereof, and addressed as follows:

To the County:

Rockdale County
Attn: Tom McPike
P. O. Box 289
Conyers, Georgia 30012

To the Contractor:

Pitt Community College
Attn: Kristina Cudney
2064 Warren Drive
Winterville, NC 28590

The addresses stated in this paragraph may be changed by the respective parties upon a documented notice delivered in advance, pursuant to this paragraph.

12.

This Agreement shall and does encompass the entire understanding between the parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date and year first above written.

Rockdale County Georgia
Board of Commissioners

Pitt Community College

By: _____
Richard A. Oden, Chairman

By: _____
Kristina Cudney
Academic Supervisor

Attest:

Intern:

By: _____
Jennifer O. Rutledge, County Clerk

By: _____

Approved as to form:

Witness:

By: _____
M. Qader A. Baig, County Attorney

By: _____